

In-Person Instructor Checklist

Requirements prior to registering for evaluation:

- ☐ PTSO Membership (AEF, HCBC, SHF, MHC, etc.)
- ☐ Learn to Ride: English level 6 (or Pony Club C2) or Western level 4
- ☐ NCCP Making Ethical Decisions Course and Online Evaluation
- ☐ NCCP Understanding the Rule of Two
- ☐ EC Sport License (bronze at minimum)
- ☐ Active Registered Coach Status (at minimum)

Requirements before attending the evaluation day:

*Outcome 1**

- ☐ Emergency Action Plan (EAP)
- ☐ Unmounted Lesson Plan
- ☐ Mounted Lesson Plan
- ☐ Jump Lesson Plan (Optional)

* Lesson plan topics will be assigned once registration is approved, and payment has been completed.

* Candidates will have one week to complete and submit their lesson plans and EAP for evaluation after the topics are assigned.

* Candidates must meet standards in Outcome 1 before moving forward to attend the evaluation day.

During the evaluation day:

*Outcome 2**

- ☐ English Written Exam
- ☐ Jump Written Exam (Optional)

*Western candidates are not required to complete a written exam.

Outcome 3

- ☐ Practical (Stable Management)
- ☐ Practical Interview

Outcome 4

- ☐ Unmounted

Outcome 5

- ☐ Mounted

Outcome 6

- ☐ Lunging

Outcome 7

- ☐ Jump (Optional)